

ARMY NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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SANTA FE, NEW MEXICO 87508
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ANNOUNCEMENT NUMBER: T-05-1065

CLOSING DATE: 8 December 2005

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Procurement Technician

GS-1106-07

\$34,149 - \$44,395 per year

For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: All members of the New Mexico **Army** or **Air** National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted.**

POSITION LOCATION: Contracting Office, United States Property & Fiscal Office, Joint Force Headquarters, New Mexico National Guard, Santa Fe, New Mexico.

OPENING DATE: 4 November 2005.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBER: 70260000.

POSITION POTENTIAL: The top grade of this position is GS-07.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Army or Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also being advertised as Vacancy Announcement M-05-2062 AIR/AGR for presently employed AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Army or Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit National Guard Bureau Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during his/her regularly scheduled Wednesday visit. The HRO representative is located in Building 1055, New Mexico Air National Guard. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (Kasai) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: CMF: 71; MOS: 42A, 42F, 42L, 44C, 92A, 92Y, 92Z; or Duty Air Force Specialty Code of: 6C0X1.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the wide variety of interrelated steps and procedures required to assemble, review, and maintain procurement files related to complex contracts (e.g. large purchases for specialized supplies, or large purchases for services and construction).
2. Knowledge of procurement procedures to carry out recurring assignments involving the use of formal advertised methods.
3. Knowledge of the requirements of various contract clauses and special laws and regulations to ensure the inclusion of necessary information or supporting documentation in bid and solicitation packages, and to monitor contractor compliance with contracts that contain these or similar provisions.
4. Knowledge of negotiated procurement procedures, and the laws, regulations, precedents and policies governing procurements by this method, to perform developmental assignments or segments of large procurement actions.
5. Skill in solving problems related to transportation, commodity usage, and pricing matters as they relate to the development of specifications or to contract administration involving product quality.
6. Skill in the use of computers and software applications to include automated procurement processes.
7. Knowledge of contract price analysis sufficient to perform basic analyses for firm fixed-price or similar contracts, when historical pricing data and precedents are applicable.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience will not in itself be accepted as proof of qualification. The quality, type and scope of the experience must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: The incumbent performs duties associated with the procurement of construction, architectural-engineering, supplies or services through formal advertising, or through limited use of negotiation techniques. Analyzes requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents. Selects Federal Acquisition Regulation (FAR) clauses to cover special conditions, such as inspection and acceptance, marketing and packaging, quantity and variation, price differential, or transportation costs. Evaluates quotes, bids, and proposals for compliance with specifications, purchase descriptions, and applicable contract clauses. Coordinates with government agencies having interrelated requirements, and if required, coordinate to resolve problems

with legal or accounting offices. Researches General Services Administration (GSA) Federal Supply Schedules to determine price and availability, as well as single source requirements. Place orders when appropriate by issuing delivery orders to GSA Contractors offering the best price and delivery that meet the needs of the government. Prepares procurement action reports. Prepares determination and findings, analyzes/prepares approval documentation for sole source requests, and initiates legal review as required. Establishes and maintains purchase/delivery order files. Identifies and corrects errors made in purchasing and contracting process to include pricing, quantity variations, discount terms, delivery terms, clarifies ambiguous purchase descriptions, computer errors, etc. Writes and administers Blanket Purchase Agreements (BPAs) to support recurring requirements.